

- SAMPLE -

ASC-14

COMPUTER CENTER ACCESS REQUEST FORM (Mainframe Users)

Note – use an *
for no middle initial

Agency **NRC** Last Name **Smith** First Name **John** MI *****

Category: ☒ Civil Service ☐ Contractor

Address: City **Lakewood** State **CO** Telephone: **(303) 237 3033**

Action Requested: Add Change Delete Current ID

Mainframe User ☒ ☐ ☐ ☐

Access Requested:

☒ FPPS
☐ EEO
☐ Labor Cost
☐ Dial-IP

Access Requested:

☐ FFS
☐ INFOPAC
☐ TSO
☐ Other (Special Instructions)

Special Instructions:

John is a new SPOC who needs password reset and access request authority

This is the actual screen you will be using to request user Ids for all users (i.e. SPO users, timekeepers, other SPOCs, etc.)

The telephone number should be the user's number (i.e., John Smith). If you don't know the number, you can insert your phone number, which you can document in the special instructions field.

SUGGESTION: Xerox a bunch of blank screens (page 8) and have one filled out for each user. When you are ready to send in the requests, you'll have the legwork already done.

- SAMPLE -

FPPS - [User Maintenance]

Application File Edit Personnel Employee/Position Views Pay Security Time & Attendance Utilities Options View Help

FPPS Command: Go

User Information

User ID:

Last Name:

First Name:

Middle Name:

Title:

SSN:

Department:

Bureau:

Subbureau:

Organization Code:

Download Authorization:

Audit Information

User ID: Date: Time:

NBC

For all FPPS users (timekeepers, SPO users, etc.) you will be filling out this screen. You will need to know the person's title (can be an actual job title or simply a functional title, like "timekeeper")

You will also need to know the user's SSN and office ID (i.e., the Dept, Bureau, Subbureau and Org code) where the person works.

We will practice filling out this screen in security input training.

For each SPO user, you will be selecting commands, screens, signature authority, and data access authority.

Commands – These screen prints represent the SPO COMMAND SELECTION screens you will see in the system. You can assign ALL COMMANDS to a user or click in the appropriate checkbox to select just certain commands.

First SPO Command Selection Screen

<input type="checkbox"/>	ACVW	VIEW ACCUMULATOR	<input type="checkbox"/>	HMIN	INITIATE HOME LEAVE
<input type="checkbox"/>	ADCG	CHANGE ADDRESSES	<input type="checkbox"/>	HOLD	VIEW HOLD NOTIFICATIONS
<input type="checkbox"/>	ADIN	INITIATE ADDRESSES	<input type="checkbox"/>	LEVW	LES VIEW
<input type="checkbox"/>	COPY	VIEW COURTESY COPY	<input type="checkbox"/>	LGAP	SF52 APPROVAL
<input type="checkbox"/>	CPCG	CHANGE FECA-COP INJ/ILL	<input type="checkbox"/>	LRCG	CHANGE REC OF LEAVE DATA
<input type="checkbox"/>	CPIN	INITIATE FECA-COP INJ/ILL	<input type="checkbox"/>	LRVW	VIEW SF1150
<input type="checkbox"/>	CRCN	CORRECT/CANCEL ACTIONS	<input type="checkbox"/>	LSCG	CHANGE LEAVE SHARE
<input type="checkbox"/>	DRUG	DRUG TEST FILE	<input type="checkbox"/>	LSIN	INITIATE LEAVE SHARE
<input type="checkbox"/>	EHVW	VIEW EMPLOYEE DATA W HIST	<input type="checkbox"/>	LUVW	VIEW LEAVE RECORD
<input type="checkbox"/>	ENCG	CHANGE EMPLOYEE NON SF50	<input type="checkbox"/>	MASS	MASS CHANGE
<input type="checkbox"/>	ETCG	CHANGE EMP ENTITLEMENTS	<input type="checkbox"/>	MSCG	MASS CHG OTHER EMP INFO
<input type="checkbox"/>	ETIN	INITIATE ENTITLEMENTS	<input type="checkbox"/>	PDVW	VIEW PAY DETAIL
<input type="checkbox"/>	FSCP	FAST COPY	<input type="checkbox"/>	PBSG	SIGN PROBATION NOTICE
<input type="checkbox"/>	HMCG	CHANGE HOME LEAVE	<input type="checkbox"/>	PHVW	VIEW POSITION DATA W HIST

Second SPO Command Selection Screen

<input type="checkbox"/>	PMCG	PAY MASS CHANGES	<input type="checkbox"/>	TMVW	VIEW TICKLER MESSAGE
<input type="checkbox"/>	PMIN	INITIATE CHARITY	<input type="checkbox"/>	TRAC	TRACK SF52
<input type="checkbox"/>	PNCG	CHANGE POSITION INFO	<input type="checkbox"/>	TRPW	TRACK WGI/PROB NOTICES
<input type="checkbox"/>	PROC	PROCESS SF52	<input type="checkbox"/>	TXCG	CHANGE TAXES
<input type="checkbox"/>	REAC	REACTIVATE STOPPED 52'S	<input type="checkbox"/>	TXIN	INITIATE TAXES
<input type="checkbox"/>	RLSE	RELEASE HELD SF52'S	<input type="checkbox"/>	UTBL	USER MAINTAINED TABLES
<input type="checkbox"/>	RLUP	RELEASE FOR UPDATE	<input type="checkbox"/>	VDCG	CHANGE VOLUNTARY DEDUCT
<input type="checkbox"/>	RSNG	REASSIGN SF52'S	<input type="checkbox"/>	VDIN	INITIATE VOLUNTARY DEDUCT
<input type="checkbox"/>	SNIN	INIT REQ FOR PERS ACTION	<input type="checkbox"/>	WGSG	SIGN WGI CERTIFICATION
<input type="checkbox"/>	SPPR	MASS PRNT OF PERS ITEMS			
<input type="checkbox"/>	STVW	VIEW STOP NOTIFICATIONS			
<input type="checkbox"/>	TDRC	RECORD TOUR OF DUTY INFO			
<input type="checkbox"/>	TKCG	CHANGE TICKLERS			
<input type="checkbox"/>	TKIN	INITIATE TICKLERS			

Screens – This screen print represents the SPO SCREEN SELECTIONS used to designate which screens you will assign to a SPO user. You will probably be selecting ALL SCREENS for your SPO users. However, you have the option of assigning only certain ones. We will discuss those things in training.

SPO Screen Selection

<input checked="" type="checkbox"/> Notes	<input type="checkbox"/> Requesting Office Information
<input type="checkbox"/> Forwarding Mail Address	<input type="checkbox"/> Resignation/Retirement Remarks
<input type="checkbox"/> Position Action	<input type="checkbox"/> Position SF50/52 Information
<input type="checkbox"/> Position Maintenance Information	<input type="checkbox"/> Position DF8 Information
<input type="checkbox"/> Personnel Action Information	<input type="checkbox"/> SF50/52 NOA/LAC Information
<input type="checkbox"/> SF50/52 From/To Information	<input type="checkbox"/> SF50/52 Position/Employee Information
<input type="checkbox"/> SF50 Remarks and Inserts	<input type="checkbox"/> RND, Benefits, Security Information
<input type="checkbox"/> Allowance/Differential, Rating of Record Information	<input type="checkbox"/> Dates, WGI, Appointment Limitation Information
<input type="checkbox"/> Retained Pay, Intermittent Service, Severance Pay Information	<input type="checkbox"/> Change Hours Scheduled
<input type="checkbox"/> Award Information	<input type="checkbox"/> Detail Information
<input type="checkbox"/> Foreign Language Information	<input type="checkbox"/> Agency Unique Information

Signature authority – On this screen you will be deciding one of four options for SPO user's signature authority:

- (1) No signature authority
- (2) Signature authority for running relational edits
- (3) Signature authority for SF52 Approval
- (4) Both (2) and (3)

Signature Authority Selection Screen

Signatory Authority Selection	
<input type="checkbox"/>	Requester Signature Authority (A5)
<input type="checkbox"/>	Authorizer Signature Authority (A6)
<input type="checkbox"/>	Review/Approval Signature Authority in "Process SF52 (PROC)" - (SC1)
<input type="checkbox"/>	Final Approval Signature Authority in "SF52 Approval (LGAP)" - (SC2)
<input type="checkbox"/>	Concurren Signature Authority (C1)
<input type="checkbox"/>	Payroll Certifier

Data access authority – On another screen (not shown) you will be assigning the data access authority for each SPO user:

- (1) All org codes within NASA
- (2) Only one org code
- (3) A range of org codes

We will discuss these issues in Security training.

Suggestion: Xerox enough planning sheets for each SPO user. When you are ready to input the data into the system, the legwork is already done.

ADO Command Selection Screen

<input type="checkbox"/>	ARPT	SECURITY REPORTS
<input type="checkbox"/>	OFFC	MAINTAIN OFFICE
<input type="checkbox"/>	PSWD	PASSWORD RESET
<input type="checkbox"/>	RPTH	ROUTE PATH
<input type="checkbox"/>	TRAC	TRACK SF52
<input type="checkbox"/>	TSEC	MAINTAIN T&A SECURITY
<input type="checkbox"/>	USER	MAINTAIN USER

If you are setting up another security administrator, these are the command selections.

Note: The command TSEC is only assigned to administrators who will be setting up T&A offices.

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Agency ____ LastName _____ FirstName _____ MI ____

Category: ☐ Civil Service ☐ Contractor

Address: City _____ State ____ Telephone:(____) ____ ____

Action Requested: Add Change Delete Current ID
Mainframe User ☐ ☐ ☐ _____

Access Requested:

☐ FPPS ☐ Labor Cost ☐ FFS ☐ TSO
☐ EEO ☐ Dial-IP ☐ INFOPAC ☐ Other (Special Instr.)

Special Instructions:

Below is an alphabetic list of FPPS commands.

Note: Not all commands are available for selection in the Web FPPS format. However, you may access the FPPS host screen at any time by typing a four-letter command in the upper right portion of the main menu screen.

Use this legend for the acronyms listed in the column labeled "Used by . . ."

Acronym	Stands for . . .
RO	Requesting Office users
SPO	Servicing Personnel Office users
CON	Concurring officials
VWR	Viewers
ADM	Security administrators
POD	Payroll Operations Division users
T&A	T&A Input System users
TAC	T&A Corrections Office users
EEO	Users with EEO access
All	All users

Command	Used to . . .	Used by . . .
ACVW	View accumulators	RO, SPO, POD
ADCG	Change addresses	RO, SPO, POD
ADIN	Initiate addresses	RO, SPO, POD
ARPT	Run security reports	ADM
AWCG	Change AWS	RO
CCAN	Change common account number (CAN)	POD
CHNG	Change/sign SF52	RO
CONC	Review/sign for SF52 concurrence	CON
COPY	View courtesy copy	RO, SPO, CON, VWR
CPCG	Change FECA-COP injury/illness	SPO, POD
CPIN	Initiate FECA-COP injury/illness	SPO, POD
CRCN	Correct/cancel SF52	SPO
DBCG	Change debts	POD
DBIN	Initiate debts	POD
DPCG	Change deceased employee pay	POD
DPIN	Initiate deceased employee pay	POD
DPRV	Approve deceased employee pay	POD
DRUG	View drug test codes	SPO
EEOR	Run AEP reports	EEO

EHVW	View employee data with history	RO, SPO, CON, VWR, POD
ENCG	Change employee Non-SF50 data	SPO
ETCG	Change entitlements	SPO, POD
ETIN	Initiate entitlements	SPO, POD
FEHB	Federal Employee Health Benefits	SPO, POD
FSCP	Fast copy SF52	RO, SPO
GNRV	View/approve gross pay	POD
HMCG	Change home leave	SPO, POD
HMIN	Initiate home leave	SPO, POD
HOLD	View hold notifications	RO, SPO, CON, VWR
INIT	Initiate SF52 (RO)	RO
LECG	Change lost earnings	POD
LEIN	Initiate lost earnings	POD
LEVW	View leave and earning statement	RO, SPO, POD
LGAP	Obtain SF52 approval signature	SPO
LPRV	View/approve lump sum pay	POD
LRCG	Change record of leave data	SPO, POD
LRVW	View SF1150	SPO, POD
LSCG	Change leave share	RO, SPO, POD
LSIN	Initiate leave share	RO, SPO, POD
LVVW	View leave record	RO, SPO, CON, VWR, POD
MASS	Initiate SF50-related mass change	SPO
MIRS	Run management information reports	All
MSCG	Initiate non-SF50 mass change	SPO
MSGS	View message of the day	All
OFFC	Maintain office	ADM
OTCG	Change one-time adjustments (OTAs)	POD
OTIN	Initiate one-time adjustments (OTAs)	POD
PBSG	Sign probationary notices	RO, SPO
PDRV	View/approve paid daily pay	POD
PDVW	View pay detail	SPO, POD
PHVW	View position data with history	RO, SPO, CON, VWR, POD
PMCG	Review/change pay mass changes	SPO, POD

PMIN	Initiate charity	SPO, POD
PNCG	Change position information	SPO
PROC	Process SF52 (SPO)	SPO
PSCR	Certify pay schedule	POD
PSWD	Reset password	ADM
PTBL	Maintain POD tables	POD
PYER	Payroll error list	POD
PYIN	Initiate new employee pay	POD
PYRL	Potential suspend pay	POD
PYSU	Suspend pay	POD
PYVW	View suspend pay	POD
QURY	Create/run Super Natural queries	All
RCMP	View recomp	POD
REAC	Reactivate stopped SF52s	SPO
RLSE	Release held SF52s	SPO
RLUP	Release SF52s for update	SPO
RPTH	Maintain route path	ADM
RSGN	Reassign SF52	RO, SPO, CON
RSTA	View report status	All
SNIN	Initiate request for personnel action (SPO)	SPO
SPPR	Mass print of personnel items	SPO
STVW	View stop notifications	RO, SPO, CON, VWR
TACT	Change/cancel/view T&As	TAC, POD
TAIN	Initiate T&As	T&A
TALA	List audit T&As	TAC, POD
TALC	List cancelled T&As	TAC, POD
TALE	List T&As with errors	TAC, POD
TALM	List missing T&As	TAC, POD
TALT	List timekeeper messages	TAC, POD
TAPR	Process T&As	T&A
TARE	Release T&As	T&A
TARS	Reassign T&As	T&A
TATK	Track T&As	T&A
TBLS	View tables	All
TDRC	Record tour of duty information	RO, SPO, POD
TKCG	Change ticklers	SPO

TKIN	Initiate ticklers	SPO
TLVW	View time and leave summary	RO, SPO, POD
TMVW	View tickler message	RO, SPO
TRAC	Track SF52s	RO, SPO, CON, VWR, ADM
TRPW	Track WGI/Probationary Notices	RO, SPO, ADM
TSEC	Maintain T&A security	ADM
TSJV	Assign TSP journal voucher	POD
TXAJ	Adjust taxes	POD
TXCG	Change taxes	SPO, POD
TXIN	Initiate taxes	SPO, POD
USER	Maintain user	ADM
UTBL	Maintain user tables	SPO
VDCG	Change voluntary deductions	SPO, POD
VDIN	Initiate voluntary deductions	SPO, POD
WGSG	Sign within-grade (WGI) notifications	RO, SPO
YCCG	Sign/change YCC actions	RO
YCIN	Initiate/correct updated YCC actions	RO